



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS ***International Registration Plan***

How to

Add a vehicle and transfer the plate
from another vehicle

- Important Notes – Page 1
- Log On – Page 2
- Process Add Vehicle with transfer supplement – Page 3

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE ADD VEHICLE SUPPLEMENT REGISTERS ADDITIONAL VEHICLE(S) TO AN ESTABLISHED FLEET BY TRANSFERRING A PLATE FROM ANOTHER UNIT IN THE FLEET

Qualified Vehicle –

- A power unit having 2 axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
- A power unit having 3 or more axles, regardless of weight, or
- A vehicle used in combination when the weight of such combination exceeds 26,000 lbs.

There are three ways plates can be transferred -

- Even Transfer – For example, active plate @ 80,000lbs. transferred to another vehicle at 80,000 pounds
- Transfer Increasing Weight – For example, active plate @ 54,000lbs. transferred to another vehicle at 80,000 pounds
- Transfer Decreasing Weight – For example, active plate @ 80,000lbs. transferred to a new vehicle at 60,010 pounds

Trailers –

- Apportioned trailer plates are not transferable or refundable

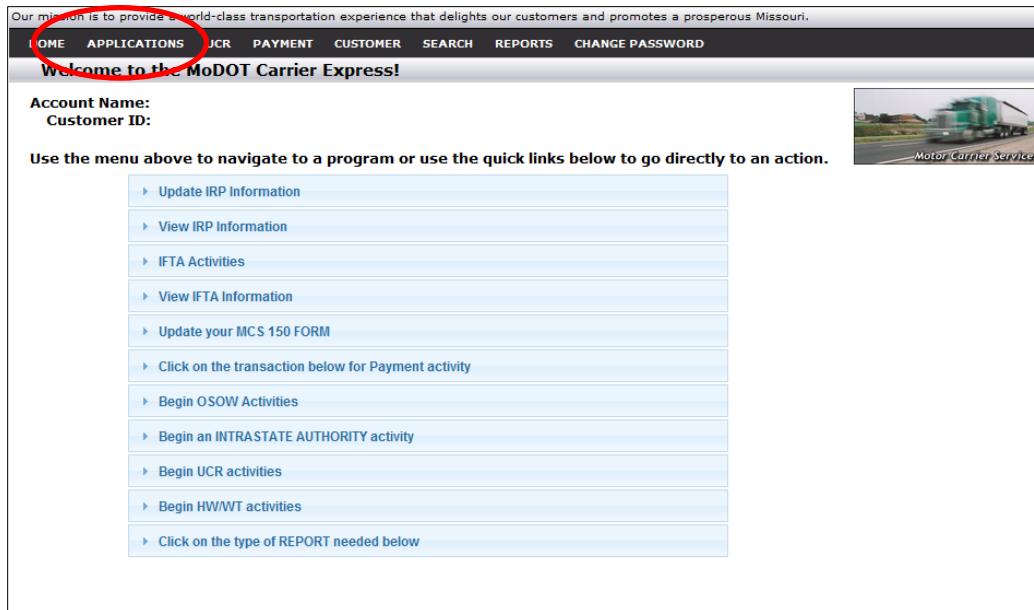
Required Supporting Documents –

- Cab card for deleted unit
- Owner's title or validated titling application receipt
- Lease agreement when equipment is leased
- Federal Heavy Vehicle Use Tax Receipt (Form 2290) showing VIN if licensing in excess of 54,000 lbs. (not required for trailers)

1. Log on - www.modot.org/mce

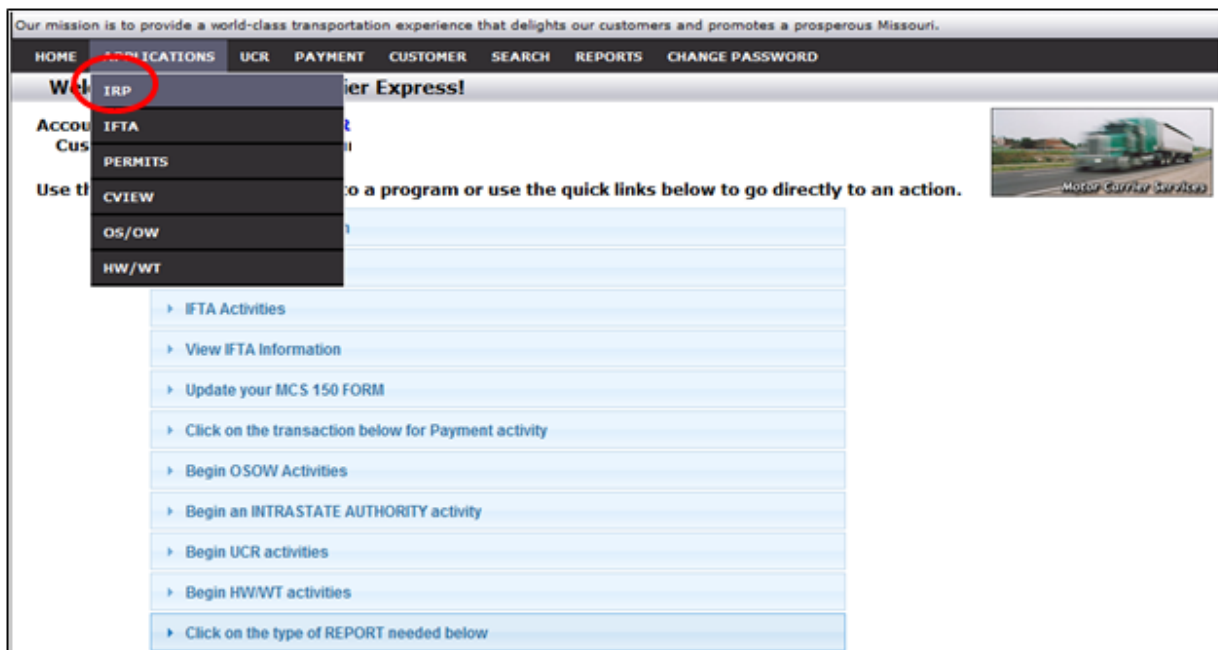
- a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links and lists of various activities



a. To proceed with your supplement, click on **APPLICATIONS**

3 . Choose **IRP** from the drop down menu.



3. The **IRP Main Menu** page appears

IRP Main Menu

Account Nbr:
 Customer Nbr:

Recent
Supplement
 Supplement Continuance
 Reprint

CONTINUE Submit Refresh Help

- a. Click on **SUPPLEMENT** and complete the requested screen information. Choose **ADD VEHICLE & TRANSFER**

Supplement Menu

Account Nbr: 2576 Name: NEW PRIME INC
 Customer Nbr: 2765 USDOT: 3706

Add Vehicle
 Add Jurisdiction
 Replace Plate
Add Vehicle & Transfer
 Cab Card Correction

ACCOUNT NBR: 2576
 FLEET NBR:
 EXP MM/YR:
 SUPP EFF DATE: 1 6 2014
 TVR REQUIRED: ☐ TVR NBR OF DAYS:

CONTINUE Submit Return Refresh Help

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed. Temporary Vehicle Registrations cannot be voided after five working days of TVR being issued.

- a. Click **SUBMIT** - Click **SUBMIT** again to confirm

4. The **Add Vehicle With Transfer (Control Screen)** appears

Add Vehicle With Transfer		Account Nbr: 1 Supp Nbr: 0002	ADD VEHICLE WITH TRANSFER	Fleet Nbr: 1 USDOT Nbr:	Exp MM/YR: 12/2008
VEHICLE CONTROL: <input type="text" value="1"/> VEHICLES ADDED: 0					
VIN: <input type="text"/> COPY UNIT: <input type="text"/>					
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/> <input type="button" value="Help"/>					

NOTE: This screen controls the number of vehicles to be added. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of units added with transfers. The vehicle control number may be changed if needed.

- a. In the vehicle control field, enter total number of units being added (required)
- b. Enter the VIN of the first unit (required) Do not use copy unit for the first unit added
- c. When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle in the Copy Unit box, instead of the next VIN. Enter VIN or copy unit, but not both. Adjust the data on the vehicle detail screen for the new vehicle.

5. The **Add Vehicle With Transfer (Vehicle Detail)** screen appears

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites					
Information IRP IFTA PERMITS CVIEW OS/OW HW/WT WORKLIST Pending Insurance					
Add Vehicle With Transfer		Account Nbr: 1 Supp Nbr: 0001	ADD VEHICLE WITH TRANSFER	Fleet Nbr: 1 USDOT Nbr:	Exp MM/YR: 12/2010
Fleet Status: 0 - ACTIVE		Fleet Type: PVR - PRIVATE		Commodity Class: A - ALL	
Vehicle Control: 0001 VIN: 1FUJA6CK48L259685		Vehicles Added: 0 Copy Unit:			
Vehicle/Registration Information					
Unit: <input type="text" value="102"/> Vin: 1FUJA6CK48L259685 Seats: <input type="text"/> Unladen Wt: <input type="text" value="17500"/> Purchase Price: <input type="text" value="105900"/> Purchase Date: <input type="text" value="2"/> / <input type="text" value="1"/> / 2009 Owner: <input type="text" value="Title owner name"/> TVR Ind: <input checked="" type="checkbox"/> Transfer Tag: <input type="text" value="00aa0a"/> Cab Card Lost / Stolen / Destroyed: <input type="checkbox"/>	Year: <input type="text" value="2008"/> Body Style: <input type="text" value="TR - TRACTOR"/> Fuel: <input type="text" value="D - Diesel"/> Wgt Grp: <input type="text" value="1 - 80000"/> Factory Price: <input type="text" value="105900"/> Leased: <input checked="" type="checkbox"/> Title State: <input type="text" value="MO - MISSOURI"/> TVR Nbr Of Days: <input type="text" value="45"/> Replace Tag: <input type="checkbox"/> Delete Date: <input type="text" value="04"/> / <input type="text" value="07"/> / 2010	Make: <input type="text" value="FRHT - FREIGHTLINER"/> Axles: <input type="text" value="3"/> Comb: <input type="text" value="6"/> Color: <input type="text"/> Title Nbr: <input type="text" value="applied"/> Delete Reason: <input type="text" value="O - OTHER"/>			
Motor Carrier Responsible for Safety (MCRS) Information					
USDOT: <input type="text"/>		TIN: <input type="text"/>		MCS150 Date: 09/21/2009	
Is MCRS expected to change during the registration year? Yes <input type="radio"/> No <input checked="" type="radio"/>					
Documentation					
Documents: <input type="checkbox"/>					
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/> <input type="button" value="Help"/> Click Here to Access SAFER					

- a. Enter vehicle information (see next page for more information)

DEFINITIONS FOR THE VEHICLE DETAIL SCREEN

1. Unit – the number you have assigned to the vehicle
 2. VIN – Enter the Vehicle Identification Number as shown on the owner's title. If you used the copy unit function, change the VIN for the new vehicle
 3. Year – Enter vehicle manufacturing year
 4. Make – Enter the vehicle's make by selecting from the drop down list
 5. Body Style – Enter vehicle's body style by selecting from the drop down list
 6. Axles – Enter the number of axles the vehicle has
 7. Comb – Combined axles. The number of combined axles is automatically displayed after entering axles. Required if the vehicle is registered in Quebec, Canada. If the default is incorrect, change the number
 8. Seats – Only required when the vehicle being registered is a bus
 9. Fuel – Defaults to diesel. If the vehicle uses a different fuel type, select the correct type from the drop down list
 10. Unladen Weight – Enter the empty weight which is the weight of the vehicle when it is empty
 11. Wght Grp – Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), and click on Weight Group Selection. The list of weight groups will be displayed. To review a weight group, check the box next to it.
 12. Purchase Price – Enter the price paid for the vehicle
 13. Factory Price – The system provides this information based on a Factory Price Table
 14. Purchase Date – The month, day and year the vehicle was purchased by the current owner
 15. Leased – Click on this box if the name on the title differs from the name on the account
 16. Owner – Enter the name of the current owner as shown on the title or title application
 17. Title State – Using the dropdown, enter the state where the vehicle is titled
 18. TVR Ind/TVR Nbr of Days – If you failed to request temporary vehicle registration at the beginning of the transaction, and wish to do so now, check the TVR box.
 19. Safety Indicator – Check only if the motor carrier responsible for safety will change during the registration year.
 20. USDOT – Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
 21. TIN – Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.
 22. Transfer Tag – Enter the plate number you are transferring
 23. Delete Date – Enter the date the transfer is effective
 24. Delete Reason – Select from drop down menu
 25. Cab Card Lost/Stolen/Destroyed-check if card is lost, stolen, or if you plan on destroying the cab card.
- b. When all information is entered, click on **SUBMIT** - Review entries for accuracy and click **SUBMIT** again to confirm
 - c. If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
 - d. Once all vehicles are processed, the IRP billing screen will display
6. The **IRP Billing** page appears without invoiced amounts

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites

Information IRP SFTA PERMITS CVIEW COVOW HW/WT WORKLIST Pending Insurance

IRP Billing Account Hbr: 1 Supp Hbr: 0004 ADD VEHICLE Fleet Hbr: 1 Exp MM/YY: 12/2008 USDOT Hbr: _____

IRP Fee:	0.00	Waive Trailer Fee:	<input type="checkbox"/>	Supplement Status:	0 - OPEN	Effective Date:	01 / 24 / 2008	REG MONTHS:	12
Mo Schedule I Fee:	0.00			Receipt Date:	01/24/2008	Billing Date:		NBR OF VEHICLES:	1
Mo Schedule II Fee:	0.00			Invoice Date:		TVR Inc:	<input type="checkbox"/>	TVR Hbr of Days:	0
Cab Card Fee:	0.00	<input type="checkbox"/>							
Replace Tag Fee:	0.00	<input type="checkbox"/>							
Grade Crossing Fee:	0.00	<input type="checkbox"/>							
Transfer Fee:	0.00	<input type="checkbox"/>							
Revenue Transfer Fee:	0.00	<input type="checkbox"/>							
Late Filing Penalty:	0.00	<input type="checkbox"/>							
Late Pay Penalty:	0.00	<input type="checkbox"/>							
Total Due:	0.00								
Credit Applied:	0.00								
Net Amount Due:	0.00								

Delivery Option: P - Print

CONTINUE Submit Quit Refresh Inquiry Help

- a. Select a delivery option for your credentials or documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- 4 Clicks **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.